



M e m o r a n d u m

To: Panel Members Date May 17, 2002

From: Peter McNamee File: Panel Memo
Executive Director

Subject: **MAY MEETING IN LOS ANGELES**

The Employment Training Panel will meet on Wednesday and Thursday, **May 22-23, 2002**, at the Sheraton Universal Hotel, 333 Universal Terrace Parkway, Universal City, California 91608. Telephone: (818) 980-1212; FAX No. (818) 509-0605

ETP Strategic Planning Workshop

May 22, 2002 (Wednesday)
Terrace A, Lower Level
Time: 9:30 a.m.

Public Panel Meeting

May 23, 2002 (Thursday)
Studio 1 & 2, First Floor
Time: 9:00 a.m.

Overnight accommodations have been made at the Sheraton Universal Hotel. If an emergency arises and you are unable to attend the meeting, please call the hotel at **(818) 980-1212** to cancel your reservation **72 hours prior** to your intended date of arrival to avoid unnecessary first night and tax charges.

Sleeping Room Rate: \$110 plus 14% tax.

Check In: 3:00 p.m.

Check Out: 12:00 noon

Amenities: Coffee/coffee maker, iron/ironing board, and hair dryer

SHUTTLE: **\$9.00 per passenger**

Reservation from the hotel to Burbank Airport is **required**.

BLUE VAN: (818) 252-0648 (Super Shuttle)

PARKING: \$12 for hotel guests -- overnight self-parking
\$17 for hotel guests -- overnight valet parking

\$6.00 daily self-parking for the first hour and
\$4.00 for each additional hour.

\$7.00 daily valet parking for the first hour and
\$4.00 for each additional hour.

(Map with directions is on the next page.)